



SANTA CLARA FIRE DEPARTMENT
DIVISION OF FIRE PREVENTION
1675 LINCOLN STREET
SANTA CLARA, CALIFORNIA 95050
(408) 615-4970 Schedule Inspection Appointments
(408) 615-4987 Code Requirement Information

Tent Permit Application

Include in the permit submittal package two (2) sets of scaled plans, this application, and the appropriate fee(s).

NOTE: Tent(s) greater than 200 sq. ft. require a permit; Canopies greater than 400 sq. ft. require a permit.

PLEASE PRINT OR TYPE. INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT PROCESSING.

Event Address:				For Office Use Only	
Business / Tenant:				Fire Permit #: FIR -	
Proposed occupant load:		Area Name:		Permit Type: <div style="text-align: center; font-weight: bold; font-size: 1.2em;">TENT</div>	
Tent Set-up Date:		Tent Removal Date:		Station #:	
Event Dates:		Event Time(s):		Date:	
Number of Tents Larger Than 200 Square Feet:		Number of Canopies Larger Than 400 Square Feet:		Permit Fee:	
				Check #:	
Sizes of Tents or Canopies Included in the Above Numbers: <div style="display: flex; justify-content: space-around; font-weight: bold; font-size: 1.1em;"> #1: X #2: X #3: X #4: X #5: X #6: X #7: X </div>					
Will Electrical Power Be Provided to the Tents or Canopies? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, an <u>Electrical Permit</u> is required.			Electrical Permit Number:		Will Portable Generators be Used for Power? <input type="checkbox"/> YES <input type="checkbox"/> NO
Number of Generators:		Type of Fuel Used in Generators:		Size of Fuel Tanks (Gallons):	
				Fuel Tanks Greater Than 60 Gallons Will Require an Above-Ground Tank Permit.	

Installing Contractor:			Contact Person:		
Address:			Phone:		Fax:
City:		State:	Zip:		E-Mail Address:
Santa Clara Business License Number:		Date Business License Expires:		Permit Applicant: <div style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</div>	

Company / Person paying for permit:			Phone:		Fax:
Address:			Contact Person:		
City:		State:	Zip:		E-Mail Address:

Plan check fees are computed using the information below. Please make checks payable to: Santa Clara Fire Department.

Calculate Fee: \$175.00 per tent and/or canopy:	()	x	\$175.00	=	\$
Total Fee:					\$

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building/fire requirements, and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

IMPORTANT NOTICE – PLEASE READ

TENT PERMIT SUBMITTALS **SHALL** INCLUDE **ALL** OF THE FOLLOWING BEFORE PLANS WILL BE APPROVED. (Tent permit plans shall show and confirm compliance with Article 25 and 32 of the 2001 California Fire Code and Chapter 10 of the California Building Code):

IN ORDER FOR THE FIELD INSPECTOR TO PERMIT THE EVENT TO OCCUR, **EACH** ITEM SHOWN OR STATED CLEARLY ON THE APPROVED PLANS SHALL BE CONSISTENT WITH THE CONDITION OBSERVED BY THE FIELD INSPECTOR OR THE PERMIT WILL NOT BE **APPROVED**.

1. Submit a full site plan to scale denoting:

- a. The area of the tent's installation including guy-wires and support ropes;
- b. Fire Department access roads;
- c. Nearest existing fire hydrant(s);
- d. Distances to property line, buildings, other tents, parked vehicles and engines;
- e. Automobile parking lot stripes including islands;
- f. Location of heating units;
- g. Wiring routing on floors, how secured and ramped over;
- h. Location of generators and, location of other equipment.

2. Submit a scaled floor plan of the tent or canopy, which includes the proposed layout of:

- a. Tables, chairs, aisles, stages, switchboards, buffets;
- b. Fire Extinguishers;
- c. Exits, exit signs;
- d. Occupant load signs;
- e. Heaters;
- f. LP-gas cylinders;
- g. Generators;
- h. Cooking equipment and other associated equipment.

3. SUBMIT COPY OF THE FRONT AND BACK OF THE FIRE RETARDANT CERTIFICATES. The tent(s), canopies and all decorative materials used in the tent(s) and canopies shall be fire retardant material or treated and State Fire Marshal labeled as such. (i.e. tent, floor coverings, curtains, table cloths, banners, etc)

CITY OF SANTA CLARA
OFFICE OF THE FIRE MARSHAL
 1675 Lincoln Street, Santa Clara, CA 95050

(408) 615-4987

Code Requirement Information

(408) 615-4970

Schedule Inspection Appointments

Department Requirements for Tents, Canopies, and Temporary Membrane Structures

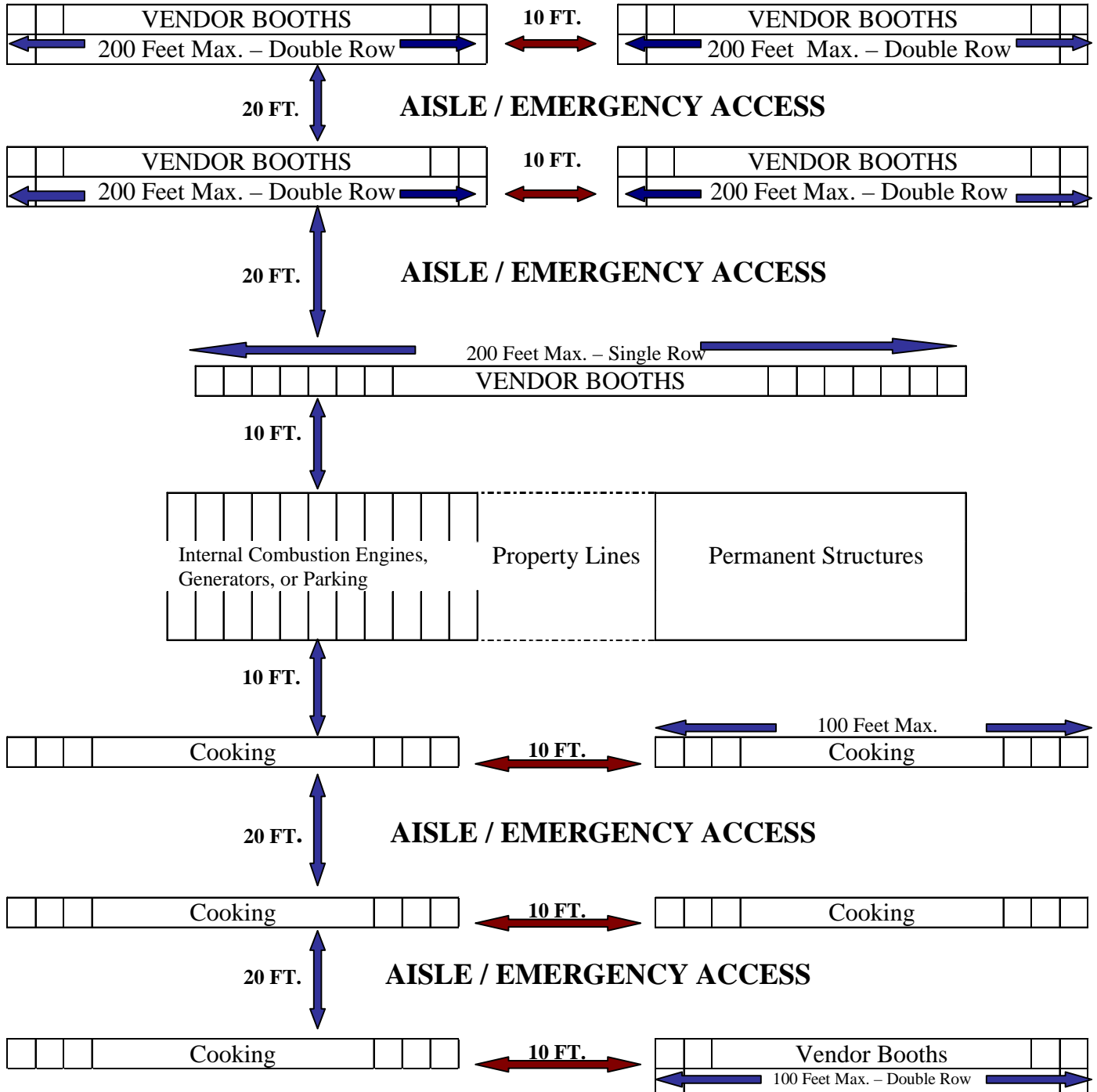
FP0'S INITIALS	#	CONDITIONS / COMMENTS: CORRECTIVE ACTION NECESSARY
	1.	IMPORTANT NOTICE: The permit applicant shall furnish the submittal package at least 10 days prior to the anticipated date/time of complete event set-up. If the permit package comes in later than that, then the applicant may be required to pay additional fees for an overtime field inspection. Event cannot take place until the field inspection is performed and approved by the Fire Prevention Officer.
Prior Approvals	2.	Provide verification of Planning Department approval upon application for FD tent permit.
Applicable Codes	3.	Fire Department Tent Permit issued with Conditions: Final approval shall be based on compliance with the below-mentioned comments; Articles 25 and 32 of the California Fire Code; Fire Prevention Officer and all other applicable codes/ordinances.
Other Approvals	4.	Upon final inspection, submit verification, to the Fire Prevention Officer, that an Electrical permit has been obtained.
Separate Permits	5.	Separate permit applications, plans and fees are required for Carnivals/Fairs.
	6.	Separate permit applications, plans and fees are required for fuel tanks greater than 60 gallons.
Plans	7.	Provide Fire Prevention Officer with an "AS-BUILT" scaled floor plan of the tent and surrounding area. This installation and drawing shall comply with all code requirements and include all tables, chairs, aisles, stages, switchboards, buffets, fire extinguishers, exits, exit signs, occupant load signs, power cord routes, audio/visual cord routes, "No Smoking" signs, heaters, LP-gas cylinders, generators, cooking equipment and other associated equipment.
Location	8.	Tent(s) shall not be located within 10 feet of: <ol style="list-style-type: none"> heating equipment, cooking equipment, and LP-gas cylinders not used for comfort heating equipment. (CFC 3216.3)
	9.	Tent(s) shall not be located within 20 feet of: <ol style="list-style-type: none"> generators, other tents used for cooking or cooking booths, property lines, buildings, parked vehicles, engines, outdoor cooking producing sparks or grease-laden vapors, and refueling operations. (CFC 3205.2, 3216.3.3, 3217.3, 3219)
	10.	Tent(s) shall not be located within 30 feet of: <ol style="list-style-type: none"> vegetation, combustible waste material, hay, straw, and similar combustible materials. (CFC 3221)
	11.	Tent(s) shall not be located within 50 feet of flammable/combustible liquid storage. (CFC 3217.2)
Access	12.	Fire apparatus access roads shall be within 150 feet of all exterior walls of any tent.
	13.	Fire access roads shall have a minimum 20-foot width and 13-foot 6-inch clearance.
	14.	Provide banners, cones, k-rails, or security to protect generator tanks, heaters, LP-gas cylinders, outside cooking areas, etc., from vehicle impact and public access. (CFC 3205)
	15.	Provide "No smoking" signs for the tent(s). Post signs per Santa Clara Ordinance #1654.
Certificates	16.	Provide a copy of the front and back of the flame resistance Certificate(s) for the tent and all decorative materials (i.e., tent, floor coverings, curtains, tablecloths, banners, etc.)
Occupant Load	17.	Post a maximum occupant load sign for this tent above the main exit. The sign shall state, "OCCUPANT LOAD XXX", with XXX being the floor area (square feet) divided by 15.

Exits	18.	Provide the minimum number of exits as detailed below: (CFC Table 3211-A)		
		Occupant Load	Number of Exits	Width of Exit
		10-199	2	72 inches
		200-499	3	72 inches
		500-999	4	96 inches
		1,000-1,999	5	120 inches
		2,000-2,999	6	120 inches
		Over 3,000	7	120 inches
	19.	Exits shall be spaced at equal intervals around the perimeter of the tent and shall be located such that all points are 100 feet or less from an exit. (CFC 3211)		
	20.	Exit openings shall remain open unless covered by a flame-retardant curtain, provided: 1. Curtains are free sliding on a metal support. The support shall be a minimum of 8 feet above the floor level. Curtains when open, no part of the curtains can obstruct the exit, and 2. Curtains shall be of color contrasting with the color of the tent or marked so they are readily distinguishable from the adjacent construction. Install large red "X" in tape on the inside of curtains used to cover the exit openings. (CFC 3211)		
	21.	Provide Exit signs having minimum 6-inch high letters with 3/4-inch stroke above each exit. Exit signs shall be illuminated from 2 separate circuits for occupant loads over 100 persons and from 2 separate electrical power supply sources where the occupant load exceeds 300 persons. (CFC 3214)		
Aisles	22.	Aisles shall be provided leading to all exits. The minimum width of the aisle(s) shall not be less than the minimum required width for the exit(s).		
	23.	There shall be no extension cords crossing aisles at any time. Temporary wiring shall be attached to the structure in an approved manner and not extend across door ways/aisles. (CFC 8503.3 & 8506.3)		
Seating/Tables	24.	Chair Spacing. For rows of seating served by aisles or doorways at both ends, there shall be no more than 100 seats per row and the minimum clear width shall be 22 inches. (CFC 2501.10)		
	25.	Greater than 300 loose seats, folding chairs or similar seating facilities that are not fixed to the floor shall be bonded together in-groups of three or more. (CFC 2501.10.2)		
	26.	Rectangular conference or banquet type tables shall be placed not less than 54 inches apart and not less than 36 inches from tent walls. (T19 Sec 3.06)		
Fire Extinguishers	27.	Provide one fire extinguisher mounted by every required exit.		
	28.	The fire extinguishers shall have a minimum of 2A:20B:C classification rating.		
	29.	All fire extinguishers shall have State Fire Marshal tags denoting service within the last year		
	30.	All fire extinguishers shall be mounted with approved brackets.		
	31.	Provide at least one 40 K rated fire extinguisher for each power generator or transformer, locations where flammable or combustible liquids are used, stored, or dispensed and other fire appliances. (UFC 3209)		
	32.	Additional fire extinguishers shall be provided under the following circumstances: θ Where travel distances to extinguishers exceed 50 feet. θ On each side of the stage or platform > 1000 feet. All others only one extinguisher. θ In every passageway leading to a dressing room. θ Adjacent to each switchboard on the stage or platform. θ On each side of every fly gallery. θ In every carpenter shop, or similar work area. θ At every food service area.		
Cooking Booths	33.	Cooking booths shall be constructed and located in accordance with Santa Clara County's Standard for Festival Cooking Booths. (Go to www.unidocs.org , form UN-042) - ATTACHED		
	34.	Cooking booths shall be installed in accordance with Santa Clara County's Standard for Outdoor Carnivals and Fairs. (Go to www.unidocs.org , form UN-043) - ATTACHED		
Labeling	35.	Label all tanks, containers and cylinders in accordance with Santa Clara Fire Department		

		Guidelines. (SCMFEC 8001.7)
Generators	36.	All fuel tanks greater than 60 gallons (including the piping and fittings) shall be secondarily contained & stored in an approved manner.
	37.	Generators shall be located at least 20 feet away from tents, 10 feet from buildings and 25 feet from building openings. (CFC 3205.2)
	38.	Tanks, generators, & motors shall be protected against tampering by fencing or other control measures. (CFC 3219)
LP-Gas	39.	LP-gas cylinder safety release shall be pointed away from the tents. (CFC 3216.4.2)
	40.	Entire LP-gas area shall be provided with "NO SMOKING OR OPEN FLAME" signs. (CFC 8203.3; CMC 304.6) Signs shall have 3 inch lettering with a ½ inch stroke minimum.
	41.	LPG container(s) shall not be located near exits, stairways, or in areas normally used or intended to be used for the safe egress of people. (CFC 8212.4)
	42.	Provide seismic bracing for LP-gas cylinders/containers. (i.e., chained to re-bar that is hammered into asphalt.) (CFC 8003.3.3.1)
End...	43.	See the attached handouts for more requirements on Carnivals, Fairs and Cooking Booths.

FESTIVAL VENDOR AND COOKING BOOTH LOCATIONS

*For Use by Unidocs Member Agencies or where approved by your Local Jurisdiction
Authority Cited: California Fire Code*



Note: Cooking Booths are limited to single rows only. Back-to-back rows are not permitted. Maximum length of row is 100 feet.